



## **CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

***“Honoring California’s Veterans”***

### **Supervising Housekeeper II**

**Permanent, Full –Time**

**\$2,507.00 - \$3,050.00**

**Will consider a Supervising Housekeeper I**

**2254.00 - 2739.00**

**THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.**

**\*DUE TO THE GOVERNOR’S HIRING FREEZE, ONLY INTERNAL CDVA EMPLOYEES CURRENTLY IN THE CLASS OR WITH LATERAL TRANSFER ELIGIBILITY WILL BE CONSIDERED FOR THIS VACANCY.**

**Final File: Until Filled**

#### **Who Should Apply:**

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov), or to view examinations offered by all State departments, please visit the State Personnel Board’s website at [www.spb.ca.gov](http://www.spb.ca.gov).

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS RATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

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# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

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**Supervising Housekeeper II**

**Permanent, Full –Time**

**\$2507 - \$3050 Monthly**

**Will consider a Supervising Housekeeper I**

**2254.00 - 2739.00**

## **Duties and Responsibilities:**

Under direction of the Procurement and Services Officer I:

- Supervise Housekeepers in all duties inherent in a medical setting. Has direct supervision of Housekeepers. Operate and instruct other in the use of high speed buffers, automatic scrubbers, wet/dry vacuums, and shampoo equipment.
- Make Daily round, monthly inspections, fill out requisitions, receive, store and inventories all equipment and chemicals, keep daily records and prepares reports as directed. Distribute supplies.
- Assign work, scheduled and give instructions to janitorial staff including Supervising Housekeeper I. Evaluate work performance and take or recommend appropriate action. Maintain Housekeeping practices and standards of cleanliness and safety appropriate to a medical setting
- Review with subordinates changes in policies and procedures. At times assist in actual performance of janitorial duties. Orientate new employees. Conduct formal and health and safety inspections. Conduct on the job training or refresher training. Prepare accident reports and follow up on employee injuries. Approve and deny leave requests. Meet with union representatives. Receive complaints and respond accordingly.
- Swing, evening, night, weekend, holidays required.

## **How To Apply:**

Visit the State Personnel Board (SPB) website at: [www.spb.ca.gov](http://www.spb.ca.gov), to download the application. Submit your completed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 11500 Nimitz Ave D413 Los Angeles, Ca. 90049, Attn: G Steward M80 110W-10/11 .**

## **Questions:**

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **G. Steward, Human Resources Office, at (424) 832-8221. TDD: (800) 735-2929**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED.